

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R398091

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Initiation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	
16. U.S. Office of Personnel Management		17. Department, Agency or Establishment		18. Second Level Review		19. First Level Review		Supervisory Fishery Biologist	
20. Recommended by Supervisor or Initiating Office		21. Supervisory Fishery Biologist -		22. GS		23. 482		24. 13	
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, specify)		27. Department, Agency, or Establishment		28. First Subdivision		29. Second Subdivision	
30. U.S. Fish and Wildlife Service		31. Region 3		32. Third Subdivision		33. Fourth Subdivision		34. Fifth Subdivision	
35. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		36. Signature of Employee (optional)		37. Signature		38. Date		39. Signature	
40. Signature		41. Date		42. Signature		43. Date		44. Signature	

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398091
Fishery/Wildlife Biology Series, GS-482/486
TS-101, 1/91, GSSG

Information for employees, the standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action

J.T. Westberg
Personnel Mgmt. Specialist

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

FPL: GS-13

____ Supervisor Copy
____ Employee copy
____ OPF(L) Copy
____ Classification Copy

Supervisory Fishery Biologist GS-482-13

The position is that of Primary Assistant to the Field Supervisor of the Sea Lamprey Control Program with headquarters at Marquette, Michigan. The incumbent may be assigned to the position of Ludington Station Supervisor, Ludington, Michigan, Marquette Control Unit Supervisor or Marquette Assessment Unit Supervisor. This position requires the incumbent, under supervision of the Field Supervisor, to organize, expedite, and assure performance of field operations to comply with the annual Memorandum of Agreement between the Service and the Great Lakes Fishery Commission. Incumbent shares responsibility in sea lamprey management by assisting in the development of strategic and field policies. Incumbent also provides scientific expertise in distribution, control, behavior and life history of sea lampreys.

A. Major Duties

Chairs and participates in multi-agency task groups within area of responsibility for the Great Lakes Fishery Commission's Sea Lamprey Integration Committee. Task groups consist of U.S. Federal, Canadian Federal, Canadian Provincial, State, Tribal, and University representatives. Responsibilities in this leadership position include strategic planning and development of Great Lakes Basin sea lamprey activities to recommend to the Sea Lamprey Integration Committee and evaluation of ongoing activities.

Serves as a member of the Great Lakes Fishery Commission's Lake Technical Committee(s) representing sea lamprey control. Technical committee membership includes other U.S. and Canadian Federal, Canadian Provincial, State and Tribal field managers and biologists. The purpose of the membership is to assist in the integration of sea lamprey control into fishery management.

Serves as a principal advisor and consultant to the Field Supervisor on matters relating to strategic planning and field operations of the sea lamprey control program and their implications within the Great Lakes community. Assists in the development of budgets and projects including staffing requirements. Identifies actual or potential problem areas and significant program deficiencies and takes corrective action or recommends corrective action.

As Unit/Station supervisor and leader, the incumbent is responsible for assuring that the operations, maintenance, administration and investigative studies are conducted as determined by the Field Supervisor. This includes planning, scheduling and supervision of control activities including release of sterile male lampreys and of the application of lampricides to selected tributaries of the Great Lakes and the planning, scheduling and implementation of selected assessment activities. All following protocols approved by the Field Supervisor.

The incumbent is responsible for coordinating control and assessment activities with control and assessment supervisors in Marquette/Ludington and Canada to develop and implement, with Field Supervisor approval, joint U.S./Canadian control and assessment

activities in the Great Lakes Basin.

Participates in the development and or testing of new and improved sea lamprey control and assessment techniques as required. Analyzes and interprets biological data and provides appropriate information with recommendations concerning the effectiveness/efficiency of the control or assessment techniques or alternative actions. Assures that scientific data gathered is collated, protected and reported in appropriate manner. Prepares or supervises the preparation of scientific/technical papers for publication and annual, interim and other reports.

As first line supervisor the incumbent makes personnel selections, evaluates performance, recommends or approves awards and training, disciplines employees, and assigns duties. The incumbent assures equal opportunity for all employees and supports National and Regional EEO programs.

Assures that administrative functions in personnel, purchasing, finance and property management are carried out according to approved policies. Incumbent is responsible for directing and implementing the Program and Service safety policies and procedures.

B. Factors

1. Knowledge Required by the Position

Comprehensive professional knowledge of fishery biology and extensive knowledge of fishes of the Great Lakes and comprehensive knowledge of sea lamprey life history, distribution, behavior and control methods.

Extensive working knowledge of laws, policies and procedures of Federal, State, Tribal and Provincial agencies that pertain to permitting requirements for sea lamprey control and assessment activities.

Ability and skill to independently gather, assemble and analyze facts, draw conclusions and devise solutions to problems and to devise analytical techniques and methods and apply them in appropriate circumstances.

Thorough knowledge of inter-relationships of Great Lakes resource management programs, including mission, organization, policies, authorities and procedures.

Ability to gain cooperation of others and to conduct interviews and establish effective relationships with employees, Canadian Federal and Provincial and state and tribal resource agency officials and the public.

Comprehensive knowledge of the functions, processes and principles of management including leadership, conflict management, decision analysis, organizational effectiveness, group dynamics, interpersonal relationships and communication skills.

Skill in analyzing concepts and broad statements consolidating information from various sources, then formulating clear, concise recommendations. Ability to prepare effective oral and written reports to Service offices and cooperators.

2. Supervisory Controls

Supervision is by the Field Supervisor and is of a general nature with the incumbent exercising considerable independent judgement and initiative. Supervisory guidance is considered for projects involving unusual controversy or significantly inadequate guidelines. Incumbents recommendations are accepted as technically sound. Acts independently in meetings and with agency contacts and makes decisions or authoritative recommendations on matters not in conflict with existing law or policy. Work results are primarily reviewed for compliance with law, Service and Program policy, adequacy in meeting program objectives and compatibility with other programs.

3. Guidelines

Guidelines are available in the form of Great Lakes Fishery Commission Memorandum of Agreement, program standard operation procedures and protocols, publications, budgetary documents, administrative manuals, policy updates, statutory legislation and Service policies and procedures specified in correspondence. Considerable judgement and experience is required to interpret, adapt and develop new procedures and guides.

4. Complexity

The work necessitates frequent departure from established procedures. Sound professional judgement is required to interpret, assess, select and make optimum use of precedents and available data. In a supervisory capacity, the incumbent is required to interview prospective employees, advise, plan, and assign work to subordinates, evaluate the performance of subordinates, deal with various minor disciplinary problems and identify and provide for developmental and training needs of employees. Physical, chemical and biological diversity of the Great Lakes tributaries, different political units including international agencies, and extensive public relations are factors specific to the control program that indicate a high degree of complexity.

5. Scope and Effect

The incumbent exercises line management authority over key program elements and assists in supervision of overall sea lamprey control activities in the treaty waters under the jurisdiction of the Great Lakes Fishery Commission. The program impacts directly all fish management activities in the Great Lakes and requires interactions with all states contiguous to the Great Lakes as well as the Federal Government and Province of Ontario in Canada. A successful program of sea lamprey control will enable fish stocks in the Great Lakes to return to a self-sustaining level. As all fish-related programs in the Great Lakes are dependent on sea lamprey control so is the 4 billion dollar sport and

commercial fishery predicated on the success of the program.

6. Personal Contacts

Contacts are with professional or technical subject matter specialists in the same or related disciplines, representative of other levels of the Service, State Natural Resource Agencies, Environment Canada, Health Canada, Department of Fisheries and Oceans Canada, Provinces of Canada, the Great Lakes Fishery Commission, Tribal Agencies, various local and state conversation groups and the general public. Great Lakes Fishery Commissioners are at a Senior Management level such as U.S. Department of Interior Deputy Assistant Secretary for Fish Wildlife and Parks.

7. Purpose of Contacts

Contacts are for the purpose of relaying program information to Commissioners, strategic planning and program development, providing management information to cooperating agencies, giving program direction, training and inspecting work of others, resolving immediate and long range problems, assuring effectiveness of effort and affording opportunities for professional development and interchange of information and ideas.

8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces: bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor activities. The office is adequately lighted, heated and ventilated. Temperature and weather extremes may be encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to injure self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service Uniform in a manner prescribed in the Fish and Wildlife Service Manual. You are required to obtain and properly wear uniform components within Class B and C.